

CLASS TITLE:

**ASSISTANT SUPERVISOR OF
LABORATORY CENTRAL SERVICES**

Class Code: 02723100

Pay Grade: 22A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a superior in the operation of various supporting services for a large group of laboratories including media preparation, glassware washing, central supply and facilities maintenance; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom general and specific work assignments are received; work is subject to review in progress and upon completion for conformance to instructions, policies, rules and regulations.

SUPERVISION EXERCISED: Assists in supervising and reviewing the work of technicians, aides and other subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a superior in the operation of various supporting services within a large group of laboratories such as:

preparing various media according to strict standards of sterility, cleanliness, pH and quantity;

washing glassware and other laboratory equipment, including sterilization by autoclaving, dry heat and chemicals and performing various rinses such as by distilled water acetone, etc.; disposing of contaminated materials after proper treatment;

procuring and caring for laboratory animals such as chicks and mice including feeding the proper diet, cleaning and maintain proper environmental conditions such as heat and humidity;

assembling and distributing by mail and courier large volumes of diagnostic testing kits; receiving the used kits, disassembling and performing routine technical procedures such as centrifuging and incubating.

To assist in requisitioning laboratory supplies and equipment; to maintain a catalog of frequently used items.

To assist in maintaining a perpetual inventory control system including maintenance records for equipment and to schedule preventive maintenance for equipment and to schedule the replacement of equipment.

To assist in the operation of a central storeroom; to receive, unpack, store, safeguard and issue supplies; to maintain records of items requisitioned and received; to charge to the proper accounts items requisitioned and issued; to write reports.

To assist in monitoring and arranging for building maintenance requirements such as plumbing and electrical work.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the procedures and methods of receiving, storing, distributing and accounting for materials and supplies; a working knowledge of the methods used in preparing stains, media and solutions; a working knowledge of the operation, care and maintenance of basic and sophisticated laboratory equipment; a working knowledge of the methods and techniques applied in performing a variety of routine standardized biological and chemical tests and analyses; a familiarity with general office procedures; the ability to maintain inventory and related records; the ability to prepare reports; the ability to assist in planning and supervising the work of others engaged in storekeeping and routine technical laboratory work; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school and successful completion of two years of laboratory related college courses; or

Experience: Such as may have been gained through: employment in a technical supervisory position providing various tasks in direct support of a large group of laboratories.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 19, 1984

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